

HIPPA NOTICE OF PRIVACY PRACTICES  
Children's Dentistry: Jean C. Stout & Associates  
2907 Strawberry Rd. Pasadena, TX 77502

- You can ask to see or get a copy of your health and claims records and other health information we have about you. Ask us how to do this by contacting us.
- We will provide a copy or a summary of your health and claims records usually within 30 days of the request. We may charge a reasonable, cost-based fee.
- You can ask us to correct your health and claims records if you think they are incorrect or incomplete.
- We may say "no" to your request. We'll tell you why in writing within 60 days.
- You can ask us to contact you in a specific way or to send mail to a different address. We will consider all reasonable requests, and must say "yes" if you tell us you would be in danger if we do not.
- You can ask us **not** to share or use certain health information for treatment, payment or our operation.
- We are not required to agree to your request, and we may say "no" if it would affect your care.
- You can ask for a list (accounting) for six years prior to your request date of when we shared your information, who we shared it with and why.
- We will include all the disclosures except for those about treatment, payment, and our operations, and certain other disclosures (such as any you asked us to make). We will provide one accounting a year for free but we may charge a reasonable, cost-based fee if you ask for another one within 12 months.
- If you have given someone medical power of attorney or if someone is your legal guardian, that person can exercise your rights and make choices for you.
- We confirm this information before we release them any of your information.
- You can complain if you feel we have violated your privacy rights by contacting us.
- You can also file a complaint with the U.S. Department of Health and Human Services Office for Civil Rights by calling 1-877-696-6775; or by visiting [www.hhs.gov/ocr/privacy/hippa/complaints/](http://www.hhs.gov/ocr/privacy/hippa/complaints/) or sending a letter to them at 200 Independence Ave., SW, Washington, D.C. 20201.
- You have both the right and choice to tell us to:
  - Share information with your family, close friends, or others involved in payment for you care.
  - Share information in a disaster or relief situation.
  - Contact you for fundraising efforts.
- If there is a reason you can't tell us who we can share information with, we may share it if we believe it is in your best interest to do so. We may also share information to lessen a serious or imminent threat to health or safety.

- We **never** share your information in these situations unless you give us written permission: 1. Marketing purposes. 2. Sale of your information.
- How do we use or share your health information?
  - We can use your health information and share it with professionals who are treating you.
  - We can use and disclose your information and contact you when necessary.
  - We may disclose your health information to your health plan sponsor for plan administration purposes.
- How else can we use or share your health information? We can share your health information for certain public health and safety situations such as:
  - Preventing disease.
  - Helping with product recalls.
  - Reporting adverse reactions to medications.
  - Reporting suspected abuse neglect or domestic violence.
  - Preventing or reducing a serious threat to anyone's health or safety.
  - Complying with the law: We will share information about you when state or federal law requires it, including the Department of Health and Human Service if they want to determine that we are complying with federal privacy laws.
- We can use or share health information about you:
  - For workers compensation claims
  - For law enforcement purposes or with a law enforcement official
  - With health oversight agencies for activities authorized by law
  - For special government functions such as military, national security, and presidential protective services or with prisons regarding inmates.
- We can share health information about you in response to an administrative or court order, or in response to a subpoena.
- When it comes to your information, we have certain responsibilities:
  - We are required by law to maintain the privacy and security of your protected health information.
  - We will let you know promptly if a breach occurs that compromises the privacy or security of your information.
  - We must follow the duties and privacy practices described in this notice and give you a copy of it.
  - We will not use or share your information other than as described here unless you tell us we can in writing.
- You may change your mind at any time. Let us know in writing if you change your mind.
- Changes to these notices: We have the right to change the terms of these notices, and the changes we make will apply to all information we have about you. The new notices will be available upon request or from our website. We will also mail a copy of the new notices to you as required by law.